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AM-237-1-1

m Initiating a Criminal Background Investigation

RESPONSIBILITY	ACTION
Appointing Officer	<ol style="list-style-type: none">1. If the position is flagged as confidential, have the final candidate(s) for the position complete a RELEASE AND AUTHORIZATION form (to be submitted to Department of Human Resources, Data Processing).2. Complete the bottom portion of the RELEASE and AUTHORIZATION form. Include a budget account number on the bottom of the form so that the Department of Human Resources may charge the requesting agency for the cost of the criminal background investigation.3. Maintain a photocopy of the completed RELEASE and AUTHORIZATION form in the employee's personnel file.4. Forward the following to the Department of Human Resources:<ul style="list-style-type: none">• The RELEASE and AUTHORIZATION form.
Department of Human Resources	<ol style="list-style-type: none">5. Upon receipt of a RELEASE and AUTHORIZATION form:<ul style="list-style-type: none">• Enter the information from the form into the secure website for the City's vendor.